Poetry Out Loud Registration Instructions for Teachers

- For questions regarding these instructions, contact the Delaware Division of the Arts (DDOA) Arts Education Program Officer, Sheila Dean Ross, at 302-577-8286 or Sheila.Ross@delaware.gov
- Refer to DDOA's Poetry Out Loud (POL) webpage for dates and other information.

Who can register for the Poetry Out Loud Recitation Contest?
- Any Delaware High School (grades 9–12)

Part 1 of 2:

1) Go to smARTDE, DDOA's application management system:
   a. ***Do not click the "register" button under "New to System?"*** – this button is meant only for organizations and schools that *do not have a record in smARTDE*. Most public and charter schools and many private schools in Delaware are already in the system. If you are unsure, please contact DDOA using the contact information above to see if your school already has a record in smARTDE.
   b. If *your school is in smARTDE **and you have used smARTDE in the past***, click on "Forgot Password" and a password reset email will be sent to you (passwords expire every 90 days).
   c. If *your school is in smARTDE **but you yourself have never logged in**,* do not click "Forgot Password." You will not receive an email. Instead, please contact DDOA using the contact information above to be added and receive a password reset link.

2) Once logged in, click on Opportunities, then "Apply Now" under Poetry Out Loud.

3) Read the directions in the blue box before starting.

4) *Before entering any information*, click on Save Draft at the bottom. This will autofill your organization and/or contact information from our database and will enable upload fields. **If you do not Save Draft**, **you will not be able to complete the registration!**

5) Complete all fields on all the registration tabs (required fields have an asterisk).

6) Continue to click Save Draft periodically. The system will also auto-save frequently, but to be safe it is always good to save often.

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Part 1 of 2 (cont.):

7) Once you are done, click Register at bottom. The system will generate an error message if you have forgotten a required field, or you entered an incorrect format (example: words for a number field). If you click on the error message, it will take you directly to that field. Once all errors are corrected, click Register again.

8) You will see a message at top that says your registration has been submitted. You will also get an email confirming submission, along with a PDF of Part 1.

FYI: use the Notes menu on the left to send an email if you have questions.

   o Click on Notes.
   o Click on the plus sign (+).
   o Be sure the dropdown says, "Note to DDOA".
   o Type your message and click on Save. Your message will be sent.
   o Click on "Main" in the lefthand menu to go back to your registration.

Next steps: Once Part 1 of your registration has been reviewed by DDOA staff – and you have received another email via smARTDE with confirmation of your preliminary registration – the Arts Education Program Officer will send you a teacher packet with all the information you need to conduct the competition at your school.

Part 2 of 2:

Once your competition has concluded – and you have selected a primary student representative (and possibly an alternate) – you will need to ***log back in to smARTDE to complete your registration.***

1) On your home page, go to "**Applications in Progress**" to find Part 2.
2) Open it and complete the remaining tabs. Click Save Draft periodically.
3) Then click "Submit".
4) You will receive an automated email with the final registration attached as a PDF.
5) The Arts Education Program Officer will email you re. the statewide competition.

Again, use the Notes menu on the left to send an email if you have questions.

   o Click on Notes.
   o Click on the plus sign (+).
   o Be sure the dropdown says, "Note to DDOA".
   o Type your message and click on Save. Your message will be sent.

For technical difficulties with smARTDE, please contact smartde@delaware.gov.